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ADVANCED ON-THE-JOB TRAINING SYSTEM: SYSTEM ADMINISTRATOR USER'S GUIDE

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AIR FORCE SYSTEMS COMMAND
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The System Administrator User's Guide for the Advanced On-the-job Training System (AOTS) provides information on the system functions for four access environments (Development, Work Center Test, Test, and Instructional Systems Development). Access to these environments is limited and controlled by the proper access identification number.

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ADVANCED ON-THE-JOB TRAINING SYSTEM; SYSTEM ADMINISTRATOR USER'S GUIDE

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SUMMARY

The Advanced On-the-job Training System (AOTS) was an Air Staff directed, AFHRL developed, prototype system which designed, developed, and tested a proof-of-concept prototype AOTS within the operational environment of selected work centers at Bergstrom AFB, Texas, and Ellington ANGB, Texas, from August 1985 through 31 July 1989. The System Administrator User's Guide was developed as a frame of reference to manage and control the day-to-day system functions of the AOTS. This Guide provides information on the system functions for four access environments (Development, Work Center Test, Test, and Instructional Systems Development). Access to these environments is limited and controlled by the proper access identification number.

PREFACE

This paper documents the System Administrator's Guide for the Advanced On-the-job Training System (AOTS). It is a reference of the management and control of the system functions. This document was developed by SMSgt Jack Ledom, a member of the Air Force Human Resources Laboratory (AFHRL) Instructional Systems Team. The AFHRL Work Unit number for the project is 2557-00-02. The primary office of responsibility for management of the work unit is the Air Force Human Resources Laboratory, Training Systems Division, and the Air Force AOTS manager is Major Jack Blackhurst.

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1 INTRODUCTION

1.1 PURPOSE

This document, along with the Operational Guide to the Prototype Advanced On-The-Job Training System and the AOTS User's Handbook will be used by a System Administrator (SA) to manage and control the day-to-day system functions of the AOTS.

1.2 RESPONSIBILITIES

Anyone assigned duties as a System Administrator will become thoroughly familiar with the functions and procedures outlined in this document and those listed in paragraph 1.1 above.

1.3 SYSTEM ADMINISTRATOR QUALIFICATIONS

Personnel selected to perform duties as a System Administrator (SA) should have the following qualifications/skills. These skills are not mandatory but desired.

* A thorough understanding of the AOTS subsystems; Management, Evaluation, Personnel and Support, Computer Support, and Computer Assisted Training.
* Knowledge of computer systems to include:
  ** Introduction to MS-DOS.
  ** Introduction to VAX/VMS.
* Ability to communicate user requirements, both orally and in written form, to system programmers.

2 SYSTEM ENVIRONMENTS

2.1 OVERALL SYSTEM

The environment within the VAX system to which a user will have access will be initially established by AFHRL ID/TS. For the purpose of the AOTS, these environments are broken into two areas, Contractor and Air Force.

The Contractor environments are; DEV (Development), WCTEST (Work Center Test), and TEST (Test). The contractor also has access to the Air Force environments. As an SA, you will not require access to any Contractor environment. If such a need should exist at a later time, the contractor has the privileges to grant such access.

The Air Force environments are; AT01 (IST Development), AT02 (Active Duty), AT03 (Reserve), AT04 (Air National Guard), and AT05 (Test). Access to these environments require a User ID and Password. Follow the procedures outlined in paragraph 6.3 of the AOTS User's Handbook to gain access.

2.1.1 ENVIRONMENT FUNCTIONAL DESCRIPTIONS

* AT01 (IST Development) - This area will be used by a Developer as described in paragraph 4.2.8.2 of the Operational Guide. This environment is further broken into the three components, Active Duty, Reserve, and Air National Guard.
* AT02 (Active Duty) - This environment contains the actual data that is used by the AOTS workcenters for the active duty participants.
* AT03 (Reserve) - This environment contains the actual data that is used by the AOTS workcenters for the Air Force Reserve participants.
* AT04 (Air National Guard) - This environment contains the actual data that is used by the AOTS workcenters for the Air National Guard participants.
* AT05 (IST Test) - This environment contains data for use by the Instructional Systems Team (IST) to train users on the AOTS.

3 FUNCTIONS

3.1 SYSTEM UTILITIES

Once access has been granted, the first screen that will appear on the terminal is, the Primary Access Menu (Figure 3-1). The option that the SA will utilize the most will be System Utilities, Option 6. This is the main area in which the SA will initiate the functions to control and manage the AOTS.

```
SUP027.001          Advanced On-The-Job Training System (AOTS)
1.0                      Primary Acccess Menu


                    1. Personal Training Information
                    2. Training Management
                    3. Master Task List (MTL) Interface
                    4. Position Requirements
                    5. On-line Training Development
                    6. System Utilities
                    7. Exit to DCL

                    q. Quit This Menu


                       Select Option:
```

Figure 3-1 Primary Access Menu

3.1.1 OPTION 1 - FILE UTILITIES

When selecting this option (Figure 3-2), the Instructional Support-System (ISS) File Utilities menu (Figure 3-3) screen will appear. Within this function the SA can manipulate, display, create, and destroy files within the data base. During the SLT&E (System Level Test and Evaluation) of the AOTS the SA will not have a need to initiate any of the options presented under this menu. The descriptions of the options are for information only. Tampering with the files, using the options presented, can cause serious damage to the data base.

```
SUP027.003                 System Utilities
1.0

                    1. File Utilities
                    2. System Control Functions
                    3. Active User Display
                    4. Back Ground Job Status
                    5. ISS Access Control
                    6. System User Management
                    7. Implement Final Master Talk List (MTL)
                    8. Help Text Editor

                    q. Quit This Menu

                       Select Option:
```

Figure 3-2 System Utilities Menu

```
ISS FILE UTILITIES

A(nalyze File
C(reate File
L(ist Files
D(estroy File
F(ile Dump
O(perations
B(oot DBD

Enter Option =>


<press PAD + to terminate>
```

Figure 3-3 ISS File Utilities Menu

3.1.1.1 OPTION A - ANALYZE FILE

When selecting Option A, the Analyze Data Base File screen will appear on the monitor. A prompt will appear asking for the name of the file to be analyzed (Figure 3-4): The next screen to appear will show the attributes of the file (Figure 3-4a). This option allows the SA to analyze or change the attributes of the file.

```
ANALYZE DATA BASE FILE

Name of File to Analyze ? ledom (Example)
```

Figure 3-4 Analyze Data Base File

```
ANALYZE DATA BASE FILE

    File Name             : LEDOM
 1. Logical Directory     : DBDDIR
    File Organization     : ISAM
    Key Type              : String
    Key Length            : 1 Bytes
    Record Format         : Variable
    Maximum Record Size   : 1504 Bits
 2. Owner ID              : 509565512
 3. Read Password         :
 4. Write Password        :
 5. Rewrite Password      :
 6. Delete Password       :
 7. Comment               :
 ""Example for System Admin User Guide""

<Press # of field to change or RETURN to continue>
```

Figure 3-4a Analyze Data Base File

3.1.1.2 OPTION C - CREATE FILE

When selecting Option C, the File Creation Utility screen (Figure 3-5) will appear on the monitor. This option allows for the creation of ISAM (Indexed Sequential Access Method, DA (Direct Access) and SEQ (Sequential) files. The file owner will be prompted to enter specific data for each attribute of the file.

```
                    FILE CREATION UTILITY

File Name ? ledom
Logical Directory Name ?  DBDDIR
File Type : ISAM
Key Type :  String
Key Length (in bytes 1 .. 128) ? 1
Record Format :  Fixed
Max Record Size (bits) ? 1000
Access Password :
Read     ?
Write    ?
Rewrite  ?
Delete   ?
File Description ?
```

Figure 3-5 File Creation Utility

3.1.1.3 OPTION L - LIST FILES

Option L will allow for the listing of all data base files within that user's environment. The ISS Data Base Directory (Figure 3-6) will be displayed. The files listed contain data to be used by programs and also program files that run within the data base.

```
                                                    Total Files:
                    ISS DATA BASE DIRECTORY

File Name     Type     Directory     File Name     Type     Directory
ACAIALT       ISAM     DBDDIR        ASIMSTR       DA       DBDDIR
ACAIBRN       ISAM     DBDDIR        ASIMTXT       DA       DBDDIR
"             "        "             "             "        "
"             "        "             "             "        "
"             "        "             "             "        "
"             "        "             "             "        "

                    <type RETURN to continue>
```

Figure 3-6 ISS Data Base Directory

3.1.1.4 OPTION D - DESTROY FILE

Upon selecting Option D, the ISS Data Base File Destroy Utility menu (Figure 3-7) appear. Upon typing a valid filename and depressing the Enter/Return key, the specified file will be destroyed.

```
                    ISS DATA BASE FILE DESTROY UTILITY

File Name ? ledom  (Example)
```

Figure 3-7 ISS Data Base File Destroy Utility

3.1.1.5 OPTION F - FILE DUMP

When selecting Option F, the ISS Data Base File Dump Utility menu Figure 3-8) will appear on the screen requesting the user to input parameters for the file to be dumped. This option produces a hexidecimal and graphic dump of the specified data within the file requested.

```
                    ISS DATA BASE FILE DUMP UTILITY

File Name ? dep (Example)
Read Password ?
Dump Mode (F(ile, R(ange of Records) ? f
Number of Bytes per record to dump ?
Dump to terminal: (y/n) ?

Record number              1.  5760 bytes

00000000  : 00000001    00000004  00000008  00000058   _ _ _ _ _ _ _ _ X _
00000010  : 000000D9    00000008  00000033  00000024   _ _ _ _ _ 3 _ _ _ $
00000020  : 00000000    00000000  00000000  00000000   _ _ _ _ _ _ _ _ _ _
00000030  : 800019BE    0000000F  00000000  00000000   _ _ _ _ _ _ _ _ _ _
00000040  : 00000000    00000000  00000000  00000000   _ _ _ _ _ _ _ _ _ _
00000050  : 00000000    00000000  00000000  00000000   _ _ _ _ _ _ _ _ _ _
00000060  : 00000000    00000000  00000000  00000000   _ _ _ _ _ _ _ _ _ _
00000070  : 00000000    00000000  00000000  00000000   _ _ _ _ _ _ _ _ _ _
00000080  : 00000000    00000000  00000000  00000000   _ _ _ _ _ _ _ _ _ _
00000090  : 00000000    00000000  00000000  00000000   _ _ _ _ _ _ _ _ _ _
000000A0  : 00000000    00000000  00000000  00000000   _ _ _ _ _ _ _ _ _ _
000000B0  : 00000000    00000000  00000000  00000000   _ _ _ _ _ _ _ _ _ _
000000C0  : 00000000    00000000                       _ _ _ _ _ _

End of File.       1 Records Read.
                        <type RETURN to continue>
```

Figure 3-8 ISS Data Base File Dump Utility

3.1.1.6 OPTION O - OPERATIONS

When selecting Option O, the Data Management Operations menu (Figure 3-9) will be displayed on the screen. The options presented allow for the manipulation of the data base files that are within the user's environment.

Data Management Operations

1. CLOSE
2. DELETE
3. FIND
4. GET
5. OPEN
6. PURGE
7. PUT
8. READ
9. RELEASE
10. RESERVE
11. RESET
12. REWRITE
13. SKIP
14. WRITE

Enter Function =>

Figure 3-9 Data Management Operations

3.1.1.7 OPTION B - BOOT DBD

This option reboots the data base. During the AOTS SLT&E the SA will not be required to initiate this function.

3.1.2 OPTION 2 - SYSTEM CONTROL FUNCTIONS

Upon selecting Option 2 from the System Utilities Menu the Review/Change SYSTEM Parameters menu (Figure 3-10) will be displayed on the monitor. During the SLT&E of the AOTS, the SA will only be required to initiate Function 6,7, and 11. Functions 6 and 7 control the background processor. This processor handles the requests for background jobs, i.e., print requests, etc. Function 11 deletes a log record.

Review/change SYSTEM parameters

Last change was made on 8/04/88 at 09:11:43

Available functions are:
1. Update system banner
2. Change system function
3. Stop program activity
4. Restart program activity
5. Update locked program list
6. Start background processor
7. Stop background processor
8. Start Adaptive Model
9. Stop Adaptive Model
10. Change system logging parameters
11. Delete Log Record

Enter number of function >

Figure 3-10 System Control Functions Menu

Within the AOTS environment the background processes are labeled; BGMON_PROD and BGMON_WCPROD. BGMON_PROD is the process name for the AT01 (IST Development) environment. BGMON_WCPROD is the process name for the AT02, AT03, and AT04 environments. Both processes must be running while AOTS is in operation.

To determine if these processes are running, the SA must exit the system using Option 7 on the Primary Access Menu (Figure 3-10a). This option will display a $_ (Dollar sign with a flashing cursor) prompt on the screen. This is the VAX system prompt indicating that the system is waiting for a command. The next step is to type the command SH SYS (SHow SYStem). The system will then display on the monitor all the processes that are running. If either one of the above processes are not running, follow the instructions below.

```
SUP027.001          Advanced On-The-Job Training System (AOTS)
1.0                      Primary Acccess Menu


                        1. Personal Training Information
                        2. Training Management
                        3. Master Task List (MTL) Interface
                        4. Position Requirements
                        5. On-line Training Development
                        6. System Utilities
                        7. Exit to DCL

                              q. Quit This Menu


$ sh sys                      Select Option:  7
```

Figure 3-10a Exiting to System Prompt

3.1.2.1 FUNCTION 6 - START BACKGROUND PROCESSOR

Each time the system is initialized/booted the background processor(s) will be automatically started. The system operator's at Brooks AFB, Texas, will inform the SA if the processor(s) has not started upon the initialization/boot process or they aborted during operation. Because there are two background processes; one for IST production and one for the three component environments, the SA must go into the AT01 environment and start one process (BGMON_PROD) then exit and go into AT02 and start the other process (BGMON_WCPROD). Once the processes in both environments are started (Figure 3-10b), the SA can check the status by following the instructions in paragraph 3.1.2 above.

```
Background processor successfully started.
     Press ENTER to continue.
```

Figure 3-10b Starting Background Processor

3.1.2.2 FUNCTION 7 - STOP BACKGROUND PROCESSOR

The only time this function should be initiated is if a system operator informs the SA of the requirement to initialize shared memory. If this occurs, the processor in both AT01 and AT02 must be stopped (Figure 3-10c). The SA can check the status by following the instructions in paragraph 3.1.2 above.

```
Background processor successfully stopped.
Press ENTER to continue.
```

Figure 3-10c Stopping Background Processor

3.1.2.3 FUNCTION 11 - DELETE LOG RECORD

Whenever Option 11 is initiated, the monitor will display a screen prompt (Figure 3-10d). If an "A" is entered, all users logged onto the VAX will be LOGGED OFF the system. If "S" is entered, the prompt "Enter User's ID>" will be displayed. Upon entering the user id, that specific user will be LOGGED OFF the system. Normally, this function is used to unlock a person from the system. Unlocking a user from AOTS can be better accomplished by selecting Option 3 (Active User Display) from the System Utilities menu.

```
(A)ll or (S)pecific ? >

Enter User's ID >
```

Figure 3-10d Deleting Log Record

3.1.3 OPTION 3 - ACTIVE USER DISPLAY

When selecting this option, the Process Control screen (Figure 3-11) is displayed on the monitor. The display will contain all the users operating within that environment. To determine who are the users in other environments, that specific environment must be accessed and this option selected from the System Utilities Menu.

```
SUP027.007                    Process Control
1.0

  User Name          User ID    Process ID    Term. ID  Station   Pgm. Name
================   ==========  ==========  ========  =======  ==========
1. Ledom            934858585   20A00BAC     00104     0001     GRAFEDIT
2. Smith           123456789   20A006BC     00139     0002     BOE
3. Oakley           987654321   20A0088D     00110     0003     MTL Edito

      Use <cursor> keys, or {(Enter <field number>, <q> quit) & <return>}
```

Figure 3-11 Active User Display

This function will be used whenever a user is locked in the AOTS and cannot operate, or when the SA must get a user off the system. To unlock/release a user, enter the number next to the User Name and press "Return". A prompt asking if you want to stop that user's process will be displayed. By entering "Y" and pressing the return/enter key will stop the process that was running. The user will then have to log back into AOTS from the beginning.

3.1.4 OPTION 4 - BACKGROUND JOB STATUS

Selection of this option displays the Background Status and Control screen (Figure 3-12) on the monitor. This screen shows the status of background jobs awaiting execution or processing.

```
Background Status and Control
                                                    Current Entries  0
    Id    Ser   St    Pri   Dl    User              Max Active Jobs  3

D(isplay BG Queue)     M(ax active jobs).
E(ntry updates)        C(lass updates)
```

Figure 3-12 Background Status and Control

If there are any jobs in the queue, the Current Entries data field would contain the number of entries. To display the status of the jobs, depress the letter "D" from the "D)isplay BG Queue)" option.

The Max Active Jobs data field should be set to three (3). This indicates that a maximum of three jobs can be running at the same time. To change the setting, depress the letter "M" from the "M(ax active jobs)" option and enter the new setting (Figure 3-12a).

```
Background Status and Control
                                                    Current Entries  0
    Id    Ser   St    Pri   Dl    User              Max Active Jobs  3

Enter new limit for active jobs >
```

Figure 3-12a Changing Maximum Active Jobs

To initiate an action on a background job, depress the letter "E" from the E(ntry updates) option (Figure 3-12). This action will then display the options (Figure 3-13b); K(ill job), S(uspend job), R(esume job), C(hange priority), and D(isplay status). Upon depressing either a "K", "S", or "R", the user will be prompted to enter the ID of the job. The ID can be found on the far left hand portion of the screen next to the job that is to be changed. By entering the letter "C", the priority (which job will run next) of the job may be changed. By entering the letter "D", the screen will refresh with the current status of background jobs.

```
Background Status and Control
                                                    Current Entries  0
    Id    Ser   St    Pri   Dl    User              Max Active Jobs  3

K(ill job)          S(uspend job)       R(esume job)
C(hange priority)   D(isplay status)
```

Figure 3-12b Updating Background Job Entries

3.1.4.1 EXITING BACKGROUND JOB STATUS

To Exit This Area Depress Either Pad + Or Control D. This Action Will Display The Primary Access Menu.

3.1.5 OPTION 5 - ISS ACCESS CONTROL

Selection of this option will display the System File Editor (Figure 3-13). This is an Instructional Support System (ISS) editor. During the SLT&E of the AOTS, a SA will not be required to utilize the options under this function.

```
                    System File Editor

        1. List user records.
        2. List DB programs.
        3. List courses.
        4. Edit user records.
        5. Edit DB programs.
        6. Edit courses.
        7. List ID records.
        8. Edit ID records.

    Enter choice >
    Press PAD + to exit.
```

Figure 3-13 System File Editor

3.1.6 OPTION 6 - SYSTEM USER MANAGEMENT

Selection of Option 6 from the System Utilities Menu will display the User Management menu (Figure 3-14). This function will be utilized the most during the SLT&E of the AOTS. Each user in each of the environments will have a user record. The contractor can use a utility package to move user records from one environment to another. This allows the user to have the same password in all accessible environments.

```
SUP026.001                    User Management
1.0

                        1. Create/Edit User's AOTS Record
                        2. Delete User
                        3. Reset User's Password

                          q. Quit This Menu

                          Select Option:
```

Figure 3-14 User Management

3.1.6.1 OPTION 1 - CREATE/EDIT USER'S RECORD

To have access to the AOTS, each person must have a user record in the environment in which that person will be working. The SA will be prompted to enter the Social Security Account Number (SSAN) of the user. If the user is new to the AOTS, a prompt at the bottom of the screen will indicate so. If it is known that the user already has a record and the "User is New" prompt is displayed, an error in entering the SSAN could have occured. At that time, enter "Q" to quit and the invalid SSAN will not be stored. The User Management screen (Figure 3-14) will appear on the monitor and the previous steps are then repeated until a valid SSAN is entered.

Once the correct SSAN is entered, the Editing Users screen (Figure 3-14a) will be displayed. Here the selection of the field number will allow for the entering/editing of data. When entering Printer ID, refer to Attachment 1 (AOTS Printer Identification) of this guide. Options 6 through 13 allow the SA to set the AOTS access level for the user. Based on the different environments, a user could have numerous passwords and access levels within AOTS. Refer to Attachment 2 (AOTS Access Matrix) to view the types of data a user is allowed to access and the options to manipulate that data.

```
SUP026.002                    EDITING USERS
1.0
          1. SSN:    000000001
          2. Name:
          3. Rank:
          4. Printer ID:
          5. Control_AFSC:
     Access Level
          6. Trainee                                   True
          7. Trainer                                   False
          8. Supervisor                                False
          9. Training Manager                          False
         10. Developer                                 False
         11. System Programmer                         False
         12. System Administrator                      False
         13. QC Administrator                          False

     Use <cursor> keys, or ((Enter <field number>, <q> quit & <return>}
```

Figure 3-14a Edit User Record

3.1.6.2 OPTION 2 - DELETE USER

This option allows for the deletion of a user within the AOTS. The SA must remember that if that user also has access in another environment, that user record must also be deleted. When deleting a user, the SA will be prompted to enter the SSAN of the user. The system will display a message on the screen indicating that the record was deleted.

3.1.6.3 OPTION 3 - RESET USER'S PASSWORD

This option will be used one of the most used during the AOTS SLT&E. Whenever a user forgets his/her password, access to the system will be denied. By resetting the password, the user will be prompted to select a new password the next time he/she attempts access to the AOTS. To reset a password, enter the SSAN of the user when prompted.

3.1.7 OPTION 7 - IMPLEMENT FINAL MASTER TASK LIST (MTL)

This option displays the MTL Install and Map Design menu (Figure 3-15). Use of the options on this menu will affect the data in the various environments. Selection of these options, result in background processes being run.

```
MGT061P.001                  MTL Install and Map Design
0.0                                Select Function


                    1. Implement
                    2. Install
                    3. Produce Task Structure Map
                    4. Restore
                    5. Validate Tentative Task List
                    6. Validate Final Task List


                    q. Quit This Menu


                     Select Option:  7
```

Figure 3-15 Implement Final MTL

Refer to Attachment 3 (Final MTL Implementation and Installation and Impacts) for more information. Before selecting Option 1 or 2 of this menu, the SA must insure that the printer (SA's default) is ON and that there are NO USERS on the system. Users can be displayed by selecting Option 7 from the Primary Access Menu. This option will display the VAX system prompt, $_. At this prompt, enter SH US (SHow USer). The screen will display all the current users on the system. Users identified by; AT01, AT02, AT03, AT04 or AT05, must get off the system by logging off or the SA can go into each of the environments and stop their processes to get them off the AOTS (Refer to paragraph 3.1.3 above).

3.1.7.1 OPTION 1 - IMPLEMENT

This option copies ALL changed data from the Tentative MTL to the Final MTL. Ensure this is done ONLY in the AT01 environment. This process does not update the version number for the tasks in the Tentative MTL. NOTE: This process DOES NOT copy the Final MTL back to the Tentative MTL.

3.1.7.2 OPTION 2 - INSTALL

This option copies ALL changed data from the Tentative MTL and updates the Final MTL in all environments (AT01, AT02, AT03, and AT04). This process also copies the Final MTL back into the Tentative MTL. This allows the developers to work with the same data that is used in the workcenters. When changed tasks are implemented (new versions appear on the Final MTL) previous versions will be replaced on GPTRs, OPTRs, ITRs, and the Position Qualification List. Training events for previous task versions will be cancelled. Supervisors will be provided listings of changed tasks for their use in determining if training on tasks should; start anew, previous training should be applied to the current version(s), training should be marked as complete, etc. If those tasks are required in a position, new versions will be moved to the ITRs.

3.1.7.3 OPTION 3 - PRODUCE TASK STRUCTURE MAP

This option shows the complete structure; task statement, subtasks, behavioral objectives, resources, etc.. for tasks within an Air Force Specialty (AFS).

3.1.7.4 OPTION 4 - RESTORE

This option prints the specified task(s). The SA will print the tasks at the supervisor's request.

3.1.7.5 OPTION 5 - VALIDATE TENTATIVE TASK LIST

This option verifies the pointers to the data on the Tentative MTL are correct.

3.1.7.6 OPTION 6 - VALIDATE FINAL TASK LIST

This option is the same as Option 5 in that it applies to the Final MTL.

3.1.8 OPTION 8 - HELP TEXT EDITOR

Selection of this option will display the Main Help Menu screen (Figure 3-16). The options presented will allow the SA to manipulate the help screens provided within the AOTS. During the AOTS SLT&E the help screens will be managed by the contractor. Any option selection from this menu will produce a screen prompt asking for the screen id and field id of the help screen to be manipulated.

```
SUP009.006                MAIN HELP MENU
1.1

                    1. Display
                    2. Modify
                    3. Copy
                    4. Re-Key
                    5. Delete
                    6. Print Single Help Screen
                    7. Print Range of Help Screens

                    q. Quit This Menu

                      Select Option:  7
```

Figure 3-16 Main Help Menu

3.2 OPTION 7 - EXIT TO DCL

Selection of this option will display the VAX system prompt and wait for the user to enter a command. When exiting to DCL (Digital Command Language), the user is placed into the contractor's development (DEV) environment. To go back into the AOTS from this prompt, the user must enter; PROD (AT01) , WCPROD (AT02, AT03, AT04) or TEST (AT05). At the prompt, enter; R AOTS_LOGON (Run AOTS_Logon). The most common commands that the SA will enter are; SH US (SHow USer), SH SYS (SHow SYStem), SH QUE (SHow QUEue).

4 TASK PUBLICATIONS EDITOR

4.1 EDITOR OVERVIEW

The AOTS Task Publications (TP) Editor will be used to manipulate the publications referenced within the task listings of each Air Force Specialty (AFS) within the AOTS. Any additional publications, changes, deletions, etc., affecting tasks will be manipulated using this editor. The main function that an SA will initiate will be the "Issue Change Notices" from the Main Menu of the TP Editor.

4.2 TP EDITOR ACCESS

Access to the TP Editor is granted by selecting Option 3 from the AOTS Primary Access Menu (Figure 4-1). Option 3 will display the Master Task List (MTL) Interface menu screen (Figure 4-1a). Selection of Option 2, Task Publications (TP) Editor, will display the TP Editor Main Menu screen (Figure 4-1b). Once at this screen, the SA can select a variety of options to manipulate publications.

```
SUP027.001          Advanced On-The-Job Training System (AOTS)
1.0                      Primary Acccess Menu

                    1. Personal Training Information
                    2. Training Management
                    3. Master Task List (MTL) Interface
                    4. Position Requirements
                    5. On-line Training Development
                    6. System Utilities
                    7. Exit to DCL

                    q. Quit This Menu

                       Select Option:
```

Figure 4-1 Primary Access Menu

```
SUP027.005               Master Task List (MTL) Interface
1.0

                    1. Task List Editors
                    2. Task Publications (TP) Editor
                    3. Inventory Management (IM) Editor
                    4. Common Subtask (CST) Editor

                    q. Quit This Menu

                       Select Option:
```

Figure 4-1a Master Task List (MTL) Interface

```
MGT002.000                TASK PUBLICATIONS Editor
1.8                             Main Menu

                        1. Display
                        2. Edit
                        3. Create
                        4. Delete
                        5. Search
                        6. Print
                        7. Issue Change Notices

                        q. Quit This Menu

                           Select Option:
```

Figure 4-1b Task Publications Editor

4.2.1 OPTION 1,2,3,4 - DISPLAY/EDIT/CREATE/DELETE

Selection of Options 1,2,3, or 4 from the TP Editor's Main Menu will display the screen (Figure 4-2) that will prompt the user for a Publication Identification, Volume Number, and Supplement Identification.

```
MGT002.010                TASK PUBLICATIONS Editor
1.8                        Publications Specification(s)

                  ENTER Publication Specification(s) :
                  Publication Identification   :
                  Volume Number                :  (NONE)
                  Supplement Identification    :  (NONE)
```

Figure 4-2 TP Editor (Display/Edit/Create/Delete)

4.2.2 OPTION 5 - SEARCH

Selection of Option 5 will display the TP Editor Search Menu (Figure 4-3). The four options presented are self explainatory and the user will be prompted for the required input.

```
MGT002.005                TASK PUBLICATIONS Editor
1.8                             Search Menu

                        1. Display a Specific Publication
                        2. Print Tasks Supported by Publication
                        3. Display Publications in Given Task
                        4. Print Publications With Keyword

                        q. Quit This Menu

                           Select Option:
```

Figure 4-3 TP Editor Search Menu

4.2.3 OPTION 6 - PRINT

Selection of Option 6 will display the TP Editor Print Selection screen (Figure 4-4). The user will be prompted for the required input.

```
MGT002.006                TASK PUBLICATIONS Editor
1.8                             Print Selection

                        1. Print a Specific Publication
                        2. Print All AOTS Publications

                        q. Quit This Menu

                           Select Option:
```

Figure 4-4 TP Editor Print Menu

4.2.4 OPTION 7 - ISSUE CHANGE NOTICES

Selection of this option produces a prompt at the bottom of the Main Menu Screen (Figure 4-5). This process is ran in the background and takes approximately 6-8 hours to complete. Each time a referenced publication is changed in any way, the reference is flagged as being modified or deleted. For every changed publication, the system checks all attributes (task reference, behavioral objective, test items, etc.) of each task to determine if that publication is used in that task. Once all the tasks have been checked, a list of all attributes for the task affected by the change, will be printed. Refer to Attachment 4 (Publication Change Procedures) for procedures to update the referenced publications within the AOTS.

```
MGT002.000                TASK PUBLICATIONS Editor
1.8                             Main Menu

                        1. Display
                        2. Edit
                        3. Create
                        4. Delete
                        5. Search
                        6. Print
                        7. Issue Change Notices

                        q. Quit This Menu


                           Select Option: 7

   Process Just (O)ne or, (A)ll AFSCs, (Q)uit ?
```

Figure 4-5 TP Editor Issue Change Notices